

# Retention and Classification Report

**Agency:** Hanksville (Utah) (2922)

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## **Records Officer**

24470	Annual audit sand financial reports
24469	Cemetery records
24465	Council minutes
24466	Ordinances
24467	Public hearings
24468	Resolutions

**AGENCY:** Hanksville (Utah)

**SERIES:** 24470

3

**TITLE:** Annual audit and financial reports

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 10/17/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

**AGENCY:** Hanksville (Utah)

**SERIES:** 24470

**TITLE:** Annual audit and financial reports

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

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**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hanksville (Utah)

**SERIES:** 24469

3

**TITLE:** Cemetery records

**DATES:** 1998-

**ARRANGEMENT:** Numerical by section

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Hanksville (Utah)

**SERIES:** 24469

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hanksville (Utah)

**SERIES:** 24465

3

**TITLE:** Council minutes

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 10/17/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Hanksville (Utah)

**SERIES:** 24465

**TITLE:** Council minutes

(continued)

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**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hanksville (Utah)

**SERIES:** 24466

3

**TITLE:** Ordinances

**DATES:** 1999-

**ARRANGEMENT:** Alphabetical by subject thereunder numerical by date

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 10/17/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Hanksville (Utah)

**SERIES:** 24466

**TITLE:** Ordinances

(continued)

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**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hanksville (Utah)

**SERIES:** 24467

3

**TITLE:** Public hearings

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 16.

**AUTHORIZED:** 10/17/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Hanksville (Utah)

**SERIES:** 24467

**TITLE:** Public hearings

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hanksville (Utah)

**SERIES:** 24468

3

**TITLE:** Resolutions

**DATES:** 1998-

**ARRANGEMENT:** Numerical thereunder by subject

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 10/17/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Hanksville (Utah)

**SERIES:** 24468

**TITLE:** Resolutions

(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public